

DIRECTIVE NUMBER 300-03-12**TO:** All Kansas Department of Labor**DATE:** February 14, 2013**FROM:** Lana Gordon, Secretary of Labor**SUBJECT:** Family Medical Leave Act**Overview**

The basic protections and rights afforded eligible employees by the Family Medical Leave Act (FMLA) are set out in Federal law. The FMLA further specifies that “a State is a single employer.” Therefore, all State of Kansas agencies will administer the FMLA in a uniform and consistent manner in compliance with the Federal law as outlined in the Division of Personnel Services Bulletin No. 09-03. Information concerning FMLA eligibility and other questions may be accessed at: <http://www.da.ks.gov/ps/documents/bulletins/0903.htm>.

Procedures

- Employees who feel a serious health condition may qualify for FMLA leave should contact the HR office for information and assistance concerning necessary paperwork.
- If the need to take FMLA leave is foreseeable (such as a scheduled major surgery or the birth of a child), employees are asked to provide at least 30 days’ notice to their supervisor and the HR office.
- If an employee is unable to work for more than three (3) consecutive days and it appears the absence may be FMLA qualifying, the supervisor should notify the HR office immediately.
- Supervisors should not make requests for medical certification, doctor’s note or periodic reports. Kim Warren at the Department of Administration, should be contacted if it is felt such requests are necessary.

Effective date: June 13, 2012

References: Division of Personnel Services Bulletin No. 09-03

Replaces: Directive 300-04-06 (Family Medical Leave Act (FMLA))

Questions: Contact Kim Warren at Kim.Warren@da.ks.gov or 785-296-4770

Lana Gordon, Secretary of Labor

Signature on file